



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBB-CO

25 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy Letter #12, Urinalysis

1. Company commanders are responsible for the proper execution of the urinalysis program IAW AR 600-85, Chapter 4.
2. All companies in this battalion will conduct urinalysis as follows:
 - a. The unit will conduct a urinalysis test of 16% of the unit monthly
 - b. One 100% annual test will be conducted
 - c. All positive results will be sent to the battalion commander immediately after identification. The unit commander will notify the battalion commander via phone or face-to-face. The units will then follow-up the notification with a battalion CCIR.
 - d. Soldiers who test positive for illicit drugs for the first time will be evaluated for dependency, disciplined as appropriate, and processed for separation within 30 calendar days of the company commander receiving notification of the positive result from the ASAP. If the positive drug report is from a medical review officer (MRO) drug, all adverse administrative and legal actions will be suspended pending MRO determination that the use was not for legitimate medical purposes.
 - e. Retention should be reserved for Soldiers that show clear potential for both excellent future service to the Army and for remaining free from substance abuse. Soldiers diagnosed as drug dependent will be offered rehabilitation prior to separation.
3. Unit Drug Testing Programs will include the following:
 - a. Employ a truly random drug testing program, varying frequency (how many times per month/week) and periodicity (day(s) of the week, time of day, week(s) of the month) of random testing.
 - b. Submit at least 95 percent of its urinalysis specimens to the Forensic Toxicology Drug Testing Laboratory (FTDTL) using the DOD Drug Testing Program (DTP).
4. Smart Testing Techniques include the following:

a. Soldiers who abuse drugs will do almost anything to avoid being caught. A Soldier who knows when the urinalysis will be conducted may attempt to substitute another fluid for his specimen or contaminate his specimen, so that it is untestable. Any testing technique used must be consistent with the requirements of a valid health and welfare inspection.

(1) The keys to obtaining a good urinalysis specimen are to as follows:

(a) Prevent Soldiers from knowing when they will be tested until just before the test.

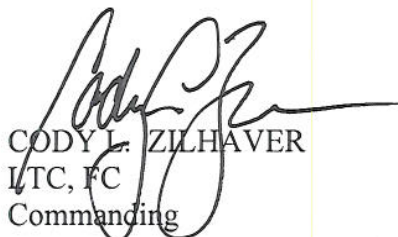
(b) Maintain control of them until they provide their specimens.

(c) Ensure the observers perform their duties correctly.

b. Soldiers will have no more than two hours to report to the testing site from the time they are notified. Once a Soldier is in the testing site holding area, only the commander who ordered the test may authorize the Soldier to leave before providing his specimen. If the commander allows the Soldier to leave the holding area, he/she should provide an NCO or officer escort for the tested Soldier while he/she is away from the holding area.

5. The point of contact for this action is the undersigned at 469-7188.

6. **ON POINT!**



CODY L. ZILHAVER
LTC, FC
Commanding

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HHC, 16th STB
504th BDE SIG CO
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